

## TRAVEL REQUEST FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TRAVEL DATES: \_\_\_\_\_

TRAVEL PURPOSE (*Provide a one-paragraph description of the nature of the conference/workshop/meeting that you plan to attend. Include the benefits from your participation.*):

ARE YOU PRESENTING A TALK OR POSTER?

Yes, talk

Yes, poster

No

If so, please state the title: \_\_\_\_\_

FUNDING REQUESTED (*List all of the costs necessary to attend the meeting, including travel and lodging.*):

Plane ticket: \$

Baggage fees: \$

Registration fee: \$

Hotel: \$

Misc: \$

Total amount requested:

The sharing of hotel accommodations is strongly encouraged. If multiple students are approved to attend the same conference, roommate assignments should be expected.

Please collect the following signatures and return completed form to Rena Duerkson for departmental approval (or denial).

Traveler

Faculty Mentor

\_\_\_\_\_

\_\_\_\_\_

Travel Coordinator  
(Dr. Kaschner or Dr. Russell)

\_\_\_\_\_